

KENTUCKY PERSONNEL BOARD

ANNUAL REPORT

FOR

FISCAL YEAR 2020

SUMMARY OF ACTIVITIES

This annual report is generated pursuant to KRS 18A.075(6).

The list below enumerates the major activities of the Personnel Board during Fiscal Year 2020.

1. Hearing appeals pursuant to the provisions of KRS Chapter 18A of Merit System (classified) employees and unclassified employees, who have been dismissed, demoted, suspended, or otherwise penalized.
2. Revision of administrative regulations as needed.
3. Tracking grievances that are filed within the agencies.
4. Zealous protection of the merit system and due process rights of merit state employees and state agencies.
5. Participation by Hearing Officers, Executive Director, and General Counsel in intensive hearing officer training conducted by the Office of the Attorney General and other professional organizations as mandated by KRS Chapter 13B, Administrative Hearing Procedures Act.
6. Conducting investigations of matters relating to KRS Chapter 18A as they are brought to the Board by various means.
7. Training state personnel on the activities of the Board and the provisions of KRS Chapter 18A.

*Changed
to indicate
protect
"Merit System"*

KENTUCKY PERSONNEL BOARD MEMBERSHIP
FISCAL YEAR 2020
JULY 1, 2019 – JUNE 30, 2020

The Kentucky Personnel Board consists of five members who are appointed by the Governor for overlapping terms of four years, and two Merit System (classified) employees who are elected by their peers, also for four-year terms.

<u>ACTIVE MEMBERS</u>	<u>COUNTY OF RESIDENCE</u>	<u>APPOINTMENT, REAPPOINTMENT OR ELECTION</u>	<u>END OF TERM</u>
Mark O. Haines --Chair	Barren	Appointed April 28, 2016 Reappointed January 4, 2018	January 1, 2018 January 1, 2022
Beverly H. Griffith --Vice Chair	Daviess	Appointed June 24, 2016 Reappointed February 1, 2019	January 1, 2019 January 1, 2023
Catherine J. Monteiro	Jefferson	Appointed March 23, 2017	January 1, 2021
Richard Waite	Jackson	Elected July 1, 2018	June 30, 2022
Tanya Lawrence (Appointed to fill the vacancy caused by Heather C. Wagers' resignation.)	Franklin	January 11, 2019	June 30, 2022
Judge Tommy Chandler (Sworn in February 10, 2020)	Webster	Appointed January 29, 2020	January 1, 2024
Demetrius Holloway (Sworn in March 13, 2020)	Jefferson	Appointed January 29, 2020	January 1, 2024

PAST MEMBERS WHO SERVED PART OF FISCAL YEAR 2020

Brian J. Crall --Chair	Jessamine	Appointed March 4, 2016	January 1, 2020
William J. Byrley	Jefferson	Appointed October 14, 2016	January 1, 2020

APPEALS

In Fiscal Year 2020, the Personnel Board received three hundred and thirty (330) appeals alleging some violation of KRS Chapter 18A. These appeals came from classified employees who had been dismissed, suspended, demoted, laid off, or who alleged some other merit system violation. Included in this number are appeals from unclassified employees who were dismissed, suspended, demoted, or otherwise penalized for cause or who made allegations of discrimination. Persons eligible on employment registers compiled by the Personnel Cabinet who alleged some form of penalization are also allowed to make certain claims to the Board and those appeals are also included in this number. This number also includes appeals filed by individuals over which the Personnel Board's legal jurisdiction is questionable. The appeals were reviewed to determine whether the Board actually had jurisdiction.

The Board held approximately three hundred seventy (399) pre-hearing conferences. Each appeal is scheduled for a pre-hearing to determine the issues and address any matters that need to be clarified before the evidentiary hearing. Some appeals may require more than one pre-hearing conference. The Board's Executive Director and General Counsel conduct almost all the pre-hearings to conserve the hearing officers' funding.

The Hearing Officers (including the General Counsel and Executive Director) conducted twenty-two (22) evidentiary hearings. Some of these were multiple-day hearings, while others lasted only part of a day. The Board reviews each of the Hearing Officers' Findings of Fact, Conclusions of Law and Recommended Order. The Board also reviews any Exceptions and Responses to Exceptions filed by the parties and considers oral arguments, if requested by the parties. In all cases, the Board takes the final action.

The Kentucky Employee Mediation Program, administered by the Personnel Cabinet, mediated twenty-seven (27) Personnel Board appeals, which resulted in twenty-one (21) settlements.

The General Counsel and the Executive Director of the Personnel Board did not mediate any Personnel Board appeals.

APPEAL STATISTICS

Appeals Pending 7-01-2019	223
Appeals Filed During Fiscal Year	330
Final Orders Sent Out for Fiscal Year	260
Total Pending Cases 6-30-2020	293

FINAL ORDERS SENT

Agency Actions Upheld (Appeal dismissed)	91
Appeals Sustained to Extent (Agency's penalty lessened)	1
Appeals Sustained (Agency's action reversed)	1
Reinstatements (Employee returned to work after dismissal)	4
Agreed Orders (Settlements)	62
Withdrawals (Appellant decided not to proceed)	101

INVESTIGATIONS

Pursuant to KRS 18A.075, the Personnel Board has the power to conduct investigations concerning abuses of the merit systems.

1. The Board continued its investigation of merit system violations of the State Board of Elections/Secretary of State's office at the request of Jared Dearing.
2. The Board continued its investigation of discrimination in the Cabinet for Health and Family Services.

GRIEVANCES

KRS 18A.075(6) was amended by the General Assembly in 2010 and reads as follows:

(6) Make annual reports to the Governor, the Legislative Research Commission, the secretary of the Personnel Cabinet, and the co-chairs of the Interim Joint Committee on State Government prior to October 1. The board shall make biennial reports to the General Assembly, which reports shall be a public record freely available to those persons interested in obtaining a copy. The board may request state agencies to provide information to assist the board in compiling the reports, which shall include the following:

(a) The number of merit state employees at the beginning and the end of the reporting period;

(b) The total number of grievances filed and mediation requests made by merit employees during the reporting period;

(c) A tabulation of the stages in which employee complaints were resolved during the reporting period; and

(d) The average amount of time taken to resolve employee complaints during the reporting period, by stage.

The total number of Merit (classified) employees on July 1, 2019, was 24,429.

Total number of Merit (classified) employees on June 30, 2020, was 24,175.

Five (5) mediation requests were made by merit (classified) employees FY 2020.

One hundred forty-one (141) grievances were filed by merit (classified) employees in FY 2020.

There can be several stages of a grievance, depending at what stage the grievance is resolved.

Number of grievances resolved at first level of review:	56
Average time to resolve for first level:	5 days
Number of grievances resolved at second level of review:	22
Average time to resolve at second level:	26 days
Number of grievances resolved at third level of review:	23
Average time to resolve at third level:	36 days
Number of grievances resolved at fourth level of review:	11
Average time to resolve at fourth level:	33 days
Number of grievances resolved at Appointing Authority level (final level):	74
Average time to resolve at Appointing Authority level (final level):	39 days

KENTUCKY PERSONNEL BOARD MEETINGS

In compliance with KRS 18A.070(2), the Personnel Board scheduled at least one regular meeting each month.

2019

July 12

August 9

September 13

October 11

November 8

December 13

2020

January 10

February 10

March 13

April 17

May 15

June 12

All meetings were conducted in accordance with the Kentucky Open Meetings Act (KRS 61.805, *et seq.*). Notices were sent to the press and posted in public places.